

Controlled Document – Refer to NMIT website or intranet for latest version

NMIT ONLINE CONTROLLED ASSESSMENT GUIDELINES

Section	Learning and Teaching		
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These guidelines are supplemental to [Te Kawa Maiooro, Te Pūkenga's Educational Regulatory Framework](#).

Te Kawa Maiooro sets out the overarching regulations that apply to learning and delivery (teaching, assessment, rangahau and research, and support activities) at Te Pūkenga. As and when finalised, Te Pūkenga will publish policies and procedures that are intended to sit underneath Te Kawa Maiooro and prescribe detailed requirements.

In the meantime, pursuant to Te Pūkenga's Grandparenting Policy, the regulations, policies, and procedures of the former subsidiaries apply unless there is a national regulation or policy in place. Accordingly, where a specific matter is not addressed within Te Kawa Maiooro, these guidelines are intended to prescribe the requirements that are specific to the NMIT business division.

To the extent that there is any conflict or inconsistency between any of NMIT's policies or procedures and Te Kawa Maiooro, Te Kawa Maiooro shall prevail and have priority.

SCOPE

All Te Pūkenga trading as Nelson Marlborough Institute of Technology (NMIT) ākonga undertaking NMIT controlled online assessments off campus.

All NMIT kaimahi acting as examiners for NMIT courses while being directly responsible to an external examining authority.

All kaimahi acting as examiners or invigilators for NMIT courses.

PURPOSE

To provide procedural guidance for the principles stated in the NMIT Examinations Policy.

To provide best practice guidance for NMIT kaimahi administering examinations.

To provide clear procedure for dealing with suspected academic misconduct in examinations

To provide clear procedure for managing suspicious behaviour by a candidate

DEFINITIONS

Academic Integrity	Academic integrity is a commitment from <u>kaimahi</u> and <u>ākonga</u> to apply the fundamental values of honesty, trust, fairness, respect, and responsibility to all academic matters
Academic Misconduct	Includes any breach of any rules relating to the conduct of tests or examinations that count towards the attainment of a grade in any course. <i>REFER TO NMIT Academic Integrity and Academic Misconduct Policy; NMIT Academic Misconduct Procedure.</i>
Ākonga	Learner
Candidate	Ākonga who is taking the examination.
Dishonest Practice	<p>Cheating is defined as any fraudulent response by ākonga during an examination, including any action which may otherwise defeat the purpose of the assessment, for example:</p> <ol style="list-style-type: none"> 1. Copying the work of another ākonga, 2. Using notes during a closed book test. <p>Plagiarism is defined as the act of taking and using another's work as one's own without proper acknowledgment and includes:</p> <ol style="list-style-type: none"> 1. Summarising another's work, 2. Using experimental results obtained by another 3. Failing to acknowledge a source. <p><i>REFER TO Te Pūkenga Te Kawa Maiorooro and NMIT Academic Integrity and Academic Misconduct Policy</i></p>
Examination (exam)	Any controlled assessment undertaken within a constrained period of time in a set location following a specified set of instructions. For the purposes of these guidelines, this definition includes practices known as examinations, open-book examinations, closed-book exams and mid-term exams being held off campus.
Examiner	The person setting the examination, questions and instructions.
External Candidates	Ākonga sitting an examination set by an external body or another TEO.
Incident	An event that disrupts the controlled conditions of the assessment, including lost visual or audio connect with the candidates.
Kaiako	Tutor / course facilitator
Kaimahi	Staff member, includes kaiako, learning advisor (WBL), ākonga support, and allied services
Supervisor / Invigilator	The person who supervises an examination.
TEO	Tertiary Education Organisation
Tertiary Education Organisations (TEOs)	<ul style="list-style-type: none"> • Private Training Establishments (PTEs) • Te Pūkenga Business Divisions • Universities • Other tertiary education providers.

RESPONSIBILITIES

All relevant NMIT kaimahi, contractors and ākonga must be familiar with and follow this procedure and the accompanying NMIT Examinations Policy.

Candidate	<p>Notify NMIT of any change of home address and contact details.</p> <p>Inform the examiner of any internet/device problems a minimum 48 hours prior to the exam.</p> <p>Understand the regulations that are publicised regarding their particular examination.</p> <p>Follow all instructions from the examination supervisor.</p> <p>Undertake the examination honestly.</p> <p><u>Known Conditions</u></p> <p>Notify in writing their Curriculum Area Administration office of any special-needs requirements at least two weeks before the assessment.</p> <p>Applications must state the nature of disability/impairment, the type of assistance required, and include supporting medical or other evidence.</p> <p>Applications for assistance must be endorsed by the Curriculum Area Manager and Equity Coordinator or their delegates.</p> <p><u>Unforeseen situations:</u></p> <p>If unable to sit the exam on the set date, due to circumstances beyond the control of the candidate (e.g. bereavement, injury, illness), notify the Curriculum Area Administration office as soon as possible so that alternative arrangements can be made. supporting evidence will be required.</p> <p><i>In the case of impaired performance, provide the Curriculum Area Manager or delegate with documentary evidence such as a medical certification within 24 hours of the test or examination.</i></p>
Curriculum Area Manager	<p>Sign off special assessment circumstance applications</p> <p>Provide an adequate number of supervisors for examinations. Submit business case for any additional supervisors required for examination</p> <p>Ensure adequate training for online invigilators</p> <p>Oversee meetings to discuss allegations of academic misconduct</p>
Examiner	<p>Ensure the academic integrity of the examination and that moderation processes are followed.</p> <p>Prepare controlled assessment and take responsibility for the security of the assessment.</p> <p>Notify the Supervisor and candidates of any date changes, no later than two weeks prior to original assessment date</p> <p>Communicate to Student Learning Advisor/Kaiako/Programme Support Coordinator the assessment conditions and supervision needs</p> <p>Organise zoom links and allocate candidates to supervisor groups</p> <p>Assign co-host status to all supervisors</p> <p>Specify on the assessment document/Moodle page the permitted materials, devices or resources.</p> <p>Ensure candidates are provided with an emergency contact number in case of internet failure.</p>

	<p>Check Moodle setting prior to assessment date, in order to leave time to address any potential set-up concerns.</p> <p>Ensure online assessments are hidden from ākonga (using Hide/Show) until the start time and the access closes after the allocated time has lapsed.</p> <p>Ensure passwords for secure online examinations are changed for each session.</p>
Student Learning Advisor/Kaiako/Programme Support Coordinator	<p>Schedule supervisors</p> <p>Work with the Equity Coordinator or delegates to accommodate ākonga who ask for special examination considerations.</p> <p>Provide a communication and assistance mechanism for sole supervisors who may require assistance while supervising an assessment.</p> <p>Ensure all candidates, kaiako, examiners and supervisors have access to the Examination Guidelines and regulations.</p> <p>Communicate with candidates rescheduled assessment date if a significant event occurs immediately prior to the assessment eg Lockdown</p>
Supervisor/Invigilator	<p>Create an environment conducive to sitting the examinations.</p> <p>Ensure overall integrity of the examination process.</p> <p>Follow instructions of the examiner.</p>

EXPECTATIONS

An ākonga may only be assessed or examined in courses for which they are enrolled or approved for a re-sit of assessment.

ZOOM SUPERVISION KEY POINTS

- Examinations will be supervised by a person approved by NMIT.
- Candidates must comply with all directions given by the supervisor and all instructions to candidates set out on the examination materials or Moodle.
- No candidate may leave the set assessment area in view of the web camera during the assessment without the permission of the supervisor. (i.e. for toilet breaks). Contact the supervisor using private Zoom chat.
- All candidates are to have their web camera and microphone on for the full duration of the assessment
- All candidates must hold their Student ID card to the camera before commencing the assessment
- Communicate via instant message on Zoom directly to the supervisor only if required
- Candidates must provide a panoramic view of their environment at the request of the supervisor or examiner
- All assessments will be recorded via Zoom
- Supervisors/Examiners will have their camera and sound off during the assessment
- An up-to-date contact list must be accessible to supervisors to contact ākonga if their camera or microphone is disconnected during the assessment
- Supervisor must be co-host in the Zoom meeting
- Recommend no reading time rather additional writing time for assessment not originally designed for delivery online
- Candidates to notify the Supervisor (via private chat) when they are leaving the exam.

CANDIDATE BEHAVIOUR

- Candidates taking an assessment individually shall not communicate by word or otherwise with any other person except the supervisor or examiner.
- Ākonga must not behave in any manner that will distract other ākonga during the assessment.
- Candidates must apply the fundamental values of honesty, trust, fairness, respect, and responsibility when undertaking an examination.

APPENDIX 1: EXAMINER GUIDELINES FOR CONTROLLED ASSESSMENT HELD ONLINE

THESE ARE GUIDELINES ONLY AS NMIT EXAMINATIONS VARY AND INSTRUCTIONS FOR CONTROLLED ASSESSMENTS WILL VARY DEPENDING ON THE PROGRAMME OF STUDY.

Before the Assessment

1. Role of the Examiner

The Examiner is responsible for the academic robustness of the assessment for off-campus controlled assessments.

The Examiner must remain in the Zoom link for the duration of the assessment, provide relief to supervisors for breaks, and support for incidents/suspected misconduct.

2. Assessment set up

Prior to the assessment the Examiner will:

ADMIN

- Create an assessment appropriate for online (consult with LiIT team) if possible
- Have the assessment pre-assessment moderated and recorded on appropriate form
- Split candidate list into appropriately sized groups for Zoom supervision (recommend 9 ākonga per group) – Advise Student Learning Advisor/Kaiako/Programme Support Coordinator of number of groups for supervisor allocation
- Send photo supervision group lists to supervisor after registers

MOODLE

- Send assessment to the LiIT team in a timely manner to be loaded as a Moodle test
- Ensure the assessment is hidden on Moodle
- Set show/hide times for the assessment – including a closure time for no further submission

ZOOM

- Advise candidates of the online nature of the controlled assessment, expected conditions, date and time at least 48 hours prior to the assessment start time
- Create Zoom links for each supervision group and send to candidates at least 24 hours prior to assessment start time with Assessment declaration
- Add supervisors as co-hosts to their Zoom links and send 24 hours prior to start time

3. Assessment Information

Prior to the assessment the Examiner will have provided the supervisors the following:

- Date and time of assessment
- Duration and special information regarding the assessment
- Permitted equipment and resources
- Zoom link with co-host status
- Supervision group with photo ID and contact numbers
- Contact details of the examiner during the assessment
- Digital or paper copy of the assessment

4. Emergency Considerations

Examiners will assist in communications to candidates in the event of an emergency.

In the event of an emergency that interrupts the assessment for some or all candidates if 60% of the allotted time has lapsed the assessment will be declared finished. Ākonga can apply for special assessment circumstances if required.

The day of the Assessment

5. Arrival Time

The examiner must contact all supervisors at least 30 minutes prior to start time to answer questions and discuss any points of interest in the assessment.

6. Immediately after the start of the assessment

The examiner must contact all supervisors to check all candidates are present and discuss any points of interest.

The examiner must complete the register for the assessment.

7. Vigilance

It is essential that the Zoom room is never left unattended. Supervisors must:

- Be consistently alert to any attempt at cheating by candidates and watch for any unauthorised material which may have been brought into the assessment.
- Report any incident by writing a detailed report on the Incident Report Form.
- Supervisors should devote their whole attention to the continuous supervision of candidates when applicable. They should avoid disturbing candidates by having their microphone and camera off during the assessment unless required.

8. Assessment Queries

- Examiners will investigate any possible mistakes in the assessment immediately and provided an answer to the candidates via instant message.

9. Incidents

All incidents that are “out of the ordinary” or that cause concern to the supervisor must be reported on an Assessment Incident Report Form. This form is also available to ākonga if they wish to report any issue of concern.

10. After the assessment

Examiners are to contact all supervisors for a quick discussion about the candidates’ behaviour in the assessment and review any issues.

To ensure all recordings of the assessment are saved with appropriate file names in the relevant drive for future access.

APPENDIX 2: STUDENT LEARNING ADVISOR / KAIAKO / COORDINATOR GUIDELINES FOR CONTROLLED ASSESSMENT HELD ONLINE

THESE ARE GUIDELINES ONLY AS NMIT EXAMINATIONS VARY AND INSTRUCTIONS FOR CONTROLLED ASSESSMENTS WILL VARY DEPENDING ON THE PROGRAMME OF STUDY.

- Advise Curriculum Area Manager of the number of supervisors required above current kaimahi numbers
- Allocate supervisors to assessments
- Advise examiner of their allocated supervisors
- Provide required support to the examiner/supervisors during assessment
- Assist in alleged misconduct investigations as required by Curriculum Area Manager

APPENDIX 3: SUPERVISOR GUIDELINES FOR CONTROLLED ASSESSMENT HELD ONLINE

THESE ARE GUIDELINES ONLY AS NMIT EXAMINATIONS VARY AND INSTRUCTIONS FOR CONTROLLED ASSESSMENTS WILL VARY DEPENDING ON THE PROGRAMME OF STUDY.

Before the Assessment

1. Role of the Supervisor / invigilator

The supervisor is responsible for the academic integrity of off campus-controlled assessments.

Supervisors must remain in the Zoom link for the duration of the assessment. A responsible person must be placed in charge during absences of the supervisor, which must be kept brief.

2. Assessment Information

Prior to the assessment the Examiner will have provided supervisors with the following:

- Date and time of assessment
- Duration and special information regarding the assessment
- Permitted equipment and resources
- Zoom link with cohost status
- Supervision group with photo ID and contact numbers
- Contact details of the examiner during the assessment
- Digital or paper copy of the assessment

3. Emergency Considerations

In the event of an emergency that interrupts the assessment for some or all candidates if 60% of the allotted time has lapsed the assessment will be declared finished. Ākonga can apply for special assessment circumstances if required.

The day of the Assessment

4. Arrival Time

Please log in at least 15 minutes prior to the assessment start time

5. Zoom link ("assessment room")

Check co-host status for administration control of the room.

Post in room instant message the details of the assessment (see template)

6. Before the Assessment begins

Candidates to enter the Zoom room ten minutes before assessment start time. Welcome instructions provided in instant message box.

Remember to begin recording the session before sighting Student IDs.

Assessment Regulations apply as soon as candidates enter the Zoom room – No communication except with the supervisor

In the event of ākonga not logging into zoom as expected the examiner must contact the ākonga to ascertain the reason for this prior to the exam commencing.

Do not start the examination early unless all candidates are present and ready

7. Ākonga Identification Checking

Ākonga must hold up their Student ID to their camera before the start time of the assessment.

Supervisors are required to check the identification of each candidate to ensure that the identity of the candidate sitting the assessment is correct.

It is recommended that the supervisor completes this as candidates arrive in the Zoom room and tick off against the provided class list as a register of the assessment will be recorded in EBS.

If, for some reason, the candidate is unable to provide their NMIT Student ID card, they must provide an alternative form of official photographic identification such as a passport or Driver's License.

If the candidate cannot provide a Student ID or photographic identification they will not be permitted to take the assessment.

8. Two minutes before the Assessments begins

Give candidates instructions for the Assessment;

READ ANNOUNCEMENT

9. Reading Time (if applicable)

Due to the nature of the moodle test platform no reading time is allocated, rather an additional 10 minutes of assessment time.

10. Vigilance

It is essential that the Zoom room is never left unattended. Supervisors must:

- Be consistently alert to any attempt at cheating by candidates and watch for any unauthorised material which may have been brought into the assessment.
- Report any incident by writing a detailed report on the Incident Report Form. This report must be returned to the Examiner.
- Supervisors should devote their whole attention to the continuous supervision of candidates. A responsible person must be placed in charge during any absences, which must be kept brief. Supervisors should avoid disturbing candidates by having their microphone and camera off during the assessment unless required.

11. Temporary Absences

- Candidates are not be permitted to leave the Zoom room under any circumstances except in an emergency. Where a toilet break is absolutely necessary, please request using private chat to the Supervisor.

12. Assessment Queries

- Supervisors must not answer queries by candidates concerning possible ambiguities in a question.
- Supervisor will refer queries by candidates concerning possible mistakes in the assessment to the Examiner immediately and complete an incident report.

13. Candidate Concerns or Complaints

If a candidate expresses any concerns or complaints relating to the assessment, they should be given an Incident Report Form to complete at the end of the exam. This is to be returned within seven days of the assessment to the Programme Support Coordinator.

14. Candidate Illness

A candidate who becomes ill during the assessment has the choice to withdraw from the assessment and apply for special assessment circumstances.

15. Incidents

All incidents that are “out of the ordinary” or that cause concern to the supervisor must be reported on an Assessment Incident Report Form. This form is also available to ākonga if they wish to report any issue of concern.

16. Fifteen minutes before the end of the Assessment

Fifteen minutes before the exam is scheduled to end, please read the announcement provided.

READ ANNOUNCEMENT

17. End of the Assessment

At the completion of the exam please read the announcement provided.

READ ANNOUNCEMENT

NO EXTRA TIME IS ALLOWED FOR:

- Adding anything to answers
- Reading over answers

18. Return of Documents

The supervisor is responsible for delivering all documents and the checked off list of candidates to the examiner.

Before the Assessment

1. Contact Details

Please ensure your contact number/mobile phone is up to date on your MyNMIT as this will be used to contact you if your internet disconnects.

2. Assessment Details

Ensure you have received the full details of the assessment from your tutor, including start and finish time and permitted material and equipment.

3. Your Assessment Environment

Ensure you have an appropriate environment to complete the assessment, this should be:

- Quiet
- Will not be disrupted for the duration of the assessment
- Ergonomic for sitting for a long period
- Free from unauthorised resources and equipment

Please note the assessment will be recorded.

4. Required Computer Set up

To complete the assessment, you will need the following:

- Reliable internet connection
- Laptop or Computer you can confidently navigate
- Web camera and microphone (a mobile phone may be appropriate – please discuss with your tutor)

5. Ākonga Identification

Candidates must hold up their NMIT Student ID card to the camera for confirmation of identity before the start of the assessment. If, for some reason, the candidate is unable to provide their NMIT Student ID card, they must provide an alternative form of official photographic identification such as a passport or Driver's License.

If the candidate cannot provide a Student ID or photographic identification they will not be permitted to take the assessment.

6. Special Requirements

You must notify in writing your Curriculum Area Administration office of any special needs requirements at least two weeks before the examination.

Applications must state the nature of the impairment, the type of assistance you require, and include supporting medical or other evidence.

Applications for assistance must be endorsed by the Curriculum Area Manager and Equity Coordinator or their delegates.

7. Regulations

You must understand these regulations and any programme-specific assessment regulations that are publicised regarding your particular assessment.

8. Arrive early

Join the Zoom link 'room' 10 minutes before the assessment start time with all materials required for the including ākonga identification – you will be required to hold this up to the camera before the start of the assessment.

9. Candidates to Comply with Directions

Candidates shall comply with all directions given by the supervisor and all instructions set out on the assessment material.

A candidate's behaviour during the assessment must not disturb, distract or adversely affect any other candidates – be aware that all candidates' cameras and microphones are on for the duration of the assessment.

Candidates ensure they have completed and saved/uploaded the appropriate submissions before the end time of the assessment to ensure their attempt is valid and recorded.

IT IS RECOMMENDED CANDIDATES SAVE THEIR ANSWERS TO EACH SECTION TO A WORD DOCUMENT AS THEY PROGRESS THROUGH THE ASSESSMENT AS A BACK UP COPY.

10. Suspected Academic Misconduct

Candidates will undertake the assessment honestly and in a manner that does not attempt to gain unfair advantage. Supervisors/Examiners may ask you to show a panoramic view of your assessment environment, empty your pockets, pull up your sleeves etc.

If you are suspected of misconduct or displaying disruptive behaviour you will be issued a first warning via a private instant message on Zoom.

If this behaviour continues or blatant misconduct is found you will be issued a disqualification via a private instant message on Zoom and removed from the Zoom room into a waiting room for someone to contact you.

Please note the assessment is recorded and the recording can be used as evidence in a misconduct allegation.

11. Loss of audio or visual connection

Candidates are required to maintain constant audio and visual contact with the supervisor. If connection is lost for a significant time the supervisor will call your provided contact number. Non-response or prolonged disconnection will be considered academic misconduct and investigated as such.

12. Materials

Only permitted resources and equipment are approved in the assessment environment.

No food or drink other than water in a sipper bottle is permitted to avoid disruption to the supervision group.

13. Entering and leaving the examination room

No candidate may enter the assessment Zoom room 15 minutes after the assessment has started.

Candidates may only be permitted to leave the Zoom room with permission from the Supervisor (e.g. urgent toilet breaks).

Once the assessment is completed the candidate can private instant message the supervisor confirming completion and then leave the Zoom room.

PLEASE ENSURE ALL WORK IS SUBMITTED AND SAVED APPROPRIATELY.

14. Reading Time

No reading time is not provided in online controlled assessments, rather additional writing time is provided.

15. Calculators and Electronic Dictionaries

No candidate shall have a **calculator** except by the direction of the examiner.

No candidate shall have a **translation dictionary (either electronic or hard copy)** except by the direction of the examiner.

Where a calculator or electronic dictionary is permitted:

- The device used in the assessment must not have data storage facilities, / memory function, must be truly portable and self-powered, noiseless and no audible alarms may be used.
- No supplementary material related to the use and operation of the device will be permitted.
- In all cases it is the responsibility of the candidate to maintain the operation and operating power of the device.

16. Mobile Phones, Electronic Devices and Headphones

The use of mobile phones and other transmitting electronic devices including headphones and Smart watches is strictly prohibited, unless for contacting the supervisor or kaiako.

Mobile phones should be sitting on the desk in view of the camera at all times.

17. Unauthorised Material

No candidate shall not use any written or printed matter except by direction by the examiner.

18. Communication

A candidate shall not communicate by word or otherwise with any other person except the supervisor.

A request by a candidate to communicate should be indicated by a private instant message via Zoom.

19. Assessment responses

Assessment responses must be written in the language of instruction or as specified for particular assessment or questions within an assessment. Any special arrangement (eg assessment in te reo Māori) must be made prior to the assessment date.

20. Incidents

All incidents that are “out of the ordinary” or that cause concern to the supervisor must be reported on an Assessment Incident Report Form. This form is also available to candidates if they wish to report any issue of concern, these are to be submitted to the Programme Support Coordinator no later than seven days after the assessment.

After the Assessment

21. Impaired Performance

In the case of impaired performance, candidates must provide the Curriculum Area Manager or delegate with documentary evidence such as a medical certification within 24 hours of the assessment. Refer to NMIT Assessment Policy.

22. Appeal

A candidate can appeal any academic decision e.g outcome of an examination

Appeals shall be conducted according to the procedures laid down in the [NMIT Ākonga Academic Appeals Procedure](#) and [Te Pūkenga Ākonga Appeals Policy](#).

APPENDIX 5: GUIDE TO SUSPECTED ACADEMIC MISCONDUCT

(SEE APPENDIX 6 FOR WARNING MESSAGE TEMPLATES)

Suspected academic misconduct in an online controlled assessment can include:

- Speaking to another person at the candidate's venue
- Using unauthorised resources (next to/below desk or around monitor)
- Significant loss of audio and/or visual contact with the supervisor
- No response to instant message on Zoom or phone calls but continuing the assessment on Moodle

If the candidate is displaying behaviour during the assessment that is in contradiction of the Candidate Behaviour statement and/or Academic Integrity and Academic Misconduct Policy the following actions are recommended:

First instance of suspected misconduct

Issue first warning via private instant message on Zoom and/or request an action from the candidate (provide panoramic visual of the candidate's environment, stand up, pull up sleeves, etc).

Supervisors can mute the candidate if required to minimise disruption to the supervision group.

Please complete an Incident report

Second instance of suspected misconduct

Issue second warning disqualification via private instant message on Zoom and add candidate to a waiting room to not disturb other candidates. Examiner/ Curriculum Area team member can then message the candidate in the waiting room privately and/or call the discuss the allegation and next step.

Once ākonga is in waiting room please contact the Examiner/appropriate Curriculum Area Team Member. Record the details in the Assessment Incident Report.

APPENDIX 6: WARNING MESSAGE TEMPLATES

First warning / suspected academic misconduct or inappropriate behaviour

WARNING - STOP YOUR BEHAVIOUR IMMEDIATELY

You have been observed behaving in an inappropriate manner in breach of Assessment Rules and Regulations, or are suspected of Academic Misconduct. Stop this behaviour immediately or you will be issued a DISQUALIFICATION from this Assessment

Disqualification / second occurrence of warned behaviour or blatant misconduct observed

YOU ARE DISQUALIFIED FROM THIS ASSESSMENT.

You are not permitted to continue the assessment due to ongoing inappropriate behaviour or blatant misconduct. You will now be placed into a Zoom waiting room and a Team Member from your curriculum area will be contacting you very soon.

APPENDIX 7: WELCOME TEMPLATE

Copy, paste and edit this message with the assessment details for candidates to read upon arriving in the Zoom room:

Kia ora Ākonga and welcome to your controlled assessment.

Please note you are now required to comply with assessment rules and are not permitted to speak to other ākonga in the Zoom room.

Please check the details below to confirm you are in the correct assessment and aware of the rules and regulations governing this assessment:

- *Course:*
- *Start time:*
- *End time:*
- *Closed book assessment – no resources permitted:*
- *Tutor Name:*
- *Your supervisor:*

Please note your microphone and camera must remain on for the entirety of the assessment. If you need to communicate with me please send me a private chat on the Zoom chat box.

You are not permitted to leave the assessment environment for any reason what so ever.

Please save your answers as you go to a word document as a back-up file.

Please ensure you have read and understood the Assessment Regulations for Candidates document provided to you by your kaiako.

Breathe and good luck!

APPENDIX 8: ASSESSMENT INCIDENT REPORT

ASSESSMENT DETAILS

Student ID		Ākonga Name	
Course		Date and Time	
Tutor		Supervisor's Name	

REASONS FOR USE (PLEASE TICK APPROPRIATE BOX)

- | | |
|---|--|
| <input type="checkbox"/> Any disruptions to audio visual connection | <input type="checkbox"/> Candidate Speaking / voices heard |
| <input type="checkbox"/> Absence from camera view | <input type="checkbox"/> Errors or omissions on exam paper |
| <input type="checkbox"/> Candidate illness | <input type="checkbox"/> Interruption to assessment (earthquake) |
| <input type="checkbox"/> Blatant misconduct (device use / notes) | <input type="checkbox"/> Suspicious behaviour |
| | <input type="checkbox"/> Other (please specify) |

Please record time events occurred for recording review, and attached any relevant notes

DETAILS OF INCIDENTS (PLEASE PROVIDE FULL DETAILS OF WHAT OCCURRED)

(Please attach additional page if required)

Supervisor

Name (please print):										
Signature		Date			/		/			

Curriculum Area Manager

Name (please print):										
Signature		Date			/		/			

APPENDIX 9: ANNOUNCEMENT SCRIPTS

THESE ARE GUIDELINES ONLY AS ASSESSMENTS VARY IN LENGTH AND MATERIALS ALLOWED DURING THE ASSESSMENT AS STIPULATED BY THE EXAMINER.

ANNOUNCEMENT 1

READ TWO (2) MINUTES PRIOR TO THE COMMENCEMENT OF THE ASSESSMENT

“Good morning/afternoon – [introduce yourself]

1. Please do not begin your assessment until I instruct you too.
2. Please ensure that on your desk, you have only the permitted equipment, no eating is permitted.
3. You must keep your microphone and web camera **on** for the duration of the assessment
4. All mobile phones must be next to you on the desk in case we need to contact you outside of zoom. You are not permitted to use these outside communication with us.
5. You are reminded that during the examination, you must not communicate in any way with anyone except the supervisor.
6. If you have a question please contact me via private chat. Please note I cannot answer questions about the assessment content.
7. You are not permitted to leave the zoom room or the view of the camera for the duration of the assessment.
8. Please save your answers to a word document as a back up as your progress through the assessment.
9. If you wish to leave this assessment before its scheduled conclusion, please ensure your work has been submitted and you have saved your back up word file. Contact me via the private chat box to notify me you are leaving the zoom room.
10. You may now open the Moodle assessment when it becomes visible – good luck

ANNOUNCEMENT 2

15 MINUTES BEFORE THE END OF THE ASSESSMENT

“Candidates, you have 15 minutes remaining. Please ensure your work is submitted before the assessment close time.” Remember to save your work in the back up word document.”

ANNOUNCEMENT 3

END OF ASSESSMENT

“Candidates, the assessment portal will close in one minute, finish your submissions now. Once done you may leave the Zoom Room”